

## **DDS Provider Access Request Connecticut College of Direct Support**

Through a Personal Service Agreement, DDS has contracted with MC Strategies, Inc. (MCS) for a license to use the College of Direct Support (CDS) web-based training program.

The annual licensing fee is based on number of individuals receiving DDS services and/or supports. The license allows an unlimited number of users to access the CDS Program. Users may include employees and associates of both DDS and private provider agencies funded by DDS. Users may also include individuals and families who receive DDS services and supports, and staff hired directly by individuals and families.

The license that MCS provides to DDS under the terms of this contract allows employees and associates of DDS's private provider agencies to have unlimited access to the CDS Program. However, private providers that elect to use the CDS Program will be responsible for its administration within their own agencies, and must contract directly with MCS to establish their own CDS Administrator accounts. The cost of a one-year CDS Administrator account is \$2800 under the terms of the current contract. Agencies may collaborate with one another to share this cost. DDS will not be responsible for any costs associated with these private provider administrator accounts. Provider agencies wishing to use the CDS Program under the DDS license must complete, sign and submit this form to John Tierney at [john.tierney@ct.gov](mailto:john.tierney@ct.gov), by mail to DDS, 61 Woodland Street, Hartford CT 06105, or by fax to 860.622.2744.

**If collaborating with one or more other provider agencies, the lead agency who will contract with MCS as the designated CDS System Administrator should submit this form.**

<b>Agency Name</b>	
<b>Address</b>	
<b>City State Zip</b>	
<b>Contact name</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Person signing contract / Title</b>	
<b>Email</b>	
<b>CDS Administrator</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Estimated number of learners</b>	
<b>The lead agency would be interested in making the CDS courses available to other agencies on a per employee/per course basis</b>	<input type="checkbox"/> YES, we would be interested  <input type="checkbox"/> NO, we are not interested at this time

Upon receipt of this form, we will send you contact information for MC Strategies and authorize MCS to allow your agency access to the Connecticut College of Direct Support.

Please contact John Tierney at [john.tierney@ct.gov](mailto:john.tierney@ct.gov) or 860.616.2046 with questions.

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